MINISTRY AND AGENCIES TRADE AND INDUSTRY INFORMATION EXCHANGE PROJECT (MATRIIX PROJECT)

USER MANUAL

GSP / CEPT / AICO MODULE

TRADE FASILITATION INFORMATION SYSTEM (TFIS)

MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY

Prepared By

MITI

OKT 2008
Version 2.1

A. INTRODUCTION

A.1 OVERVIEW

The Generalized System of Preferences (GSP) was negotiated under the auspices of UNCTAD (United Nations Conference on Trade and Development).

The objectives of the GSP programme are:-

- to increase the export earnings of preference-receiving countries.
- to promote their industrialization and
- to accelerate their rate of economic growth

The Common Effective Preferential Tariff (CEPT) Scheme is a cooperative arrangement among ASEAN Member States that would reduce intra-regional tariffs and remove non-tariff barriers over a 10-year period commencing 1 January 1993. The goal of the Scheme is to reduce tariffs on all manufactured goods to 0-5% by the year 2002 for the original six member states, Malaysia, Singapore, Brunei, Thailand, Philippines and Indonesia.

The new members of ASEAN, namely Vietnam, Lao PDR, Myanmar and Cambodia have been given the same 10 year flexibility to reduce tariffs from the time of their membership of ASEAN.

A.1.1 WHAT IS GSP, CEPT AND AICO

GSP / CEPT / AICO System is a system that provides this function to users:-

- Supports the trade facilitation activities with an online web-based application system
- Enable online registration and application to MITI applications.
- Ensure fast and easy notification of approved application as approval automatically triggers sending of e-mail.
- Enable online enquiry of application status

A.1.2 OBJECTIVE

The objectives of GSP / CEPT / AICO System are:-

- To upgrade the availability and performance of the existing system so that it will function as an information centre on international trade.

- To provide a platform that allows the sharing of information between MITI and its agencies as well as its clients.
- To improve productivity and efficiency within MITI by introducing automated workflow applications.

A.1.3 SYSTEM BENEFIT

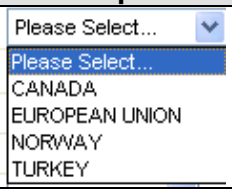
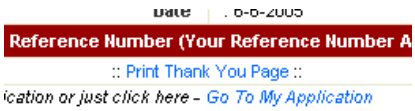
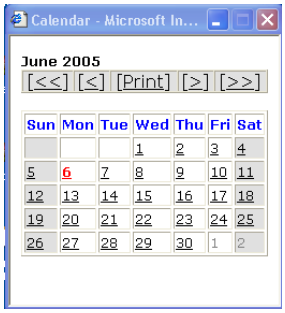
The benefits that user can get from GSP / CEPT / AICO System is:-

- To allow applicant thru Online or Web.
- Tracking and monitoring of process and status.
- Immediate notification will be received and all the information will be kept in database for future references and easy to retrieve.

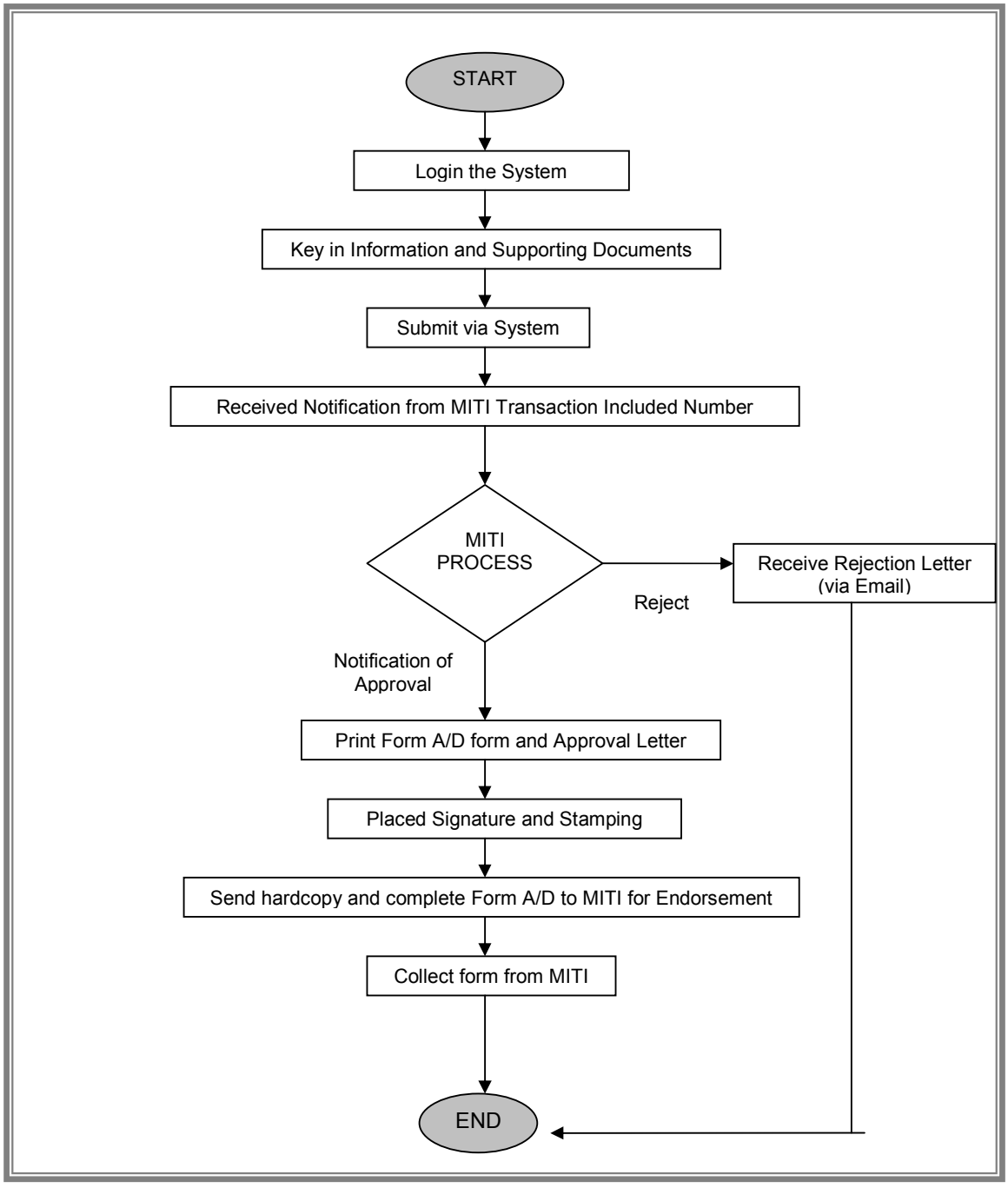
A.1.4 COMMON FIELDS AND DEFINITIONS

Some of the common fields and icons are available in the system screens as follows:

Field	Description
Input Field	• This Field requires the user to key in the necessary information based on its label • Examples of usage : • Input Field with Asterisk (*) is mandatory field.
Radio Button	• This field requires the user either to select for enabling it or deselect for disabling it. The select and deselect actions can be done by clicking on the circle. Only one radio button can be selected at one time. • Example of usage :
Check box	• Similar to radio button, this fields requires the user either to enabling it or disabling it. The select and deselect actions can be done by clicking on the square box. Example of usage :
Dropdown List	• This field requires the user to select an option from the displayed list. These options will be displayed in the list by clicking the arrow down button. • Example of usage :

Field	Description
	
Hyperlink	• The hyperlinks menu for the system is represented in Blue color. Click on the highlighted text and the system will automatically take action based on displayed text. 
Calendar	• This Icon is use to select date. If user clicks at this button, calendar will pop up on screen. User can select the necessary date from the calendar. 

A.1.5 PROCESS FLOW DIAGRAM

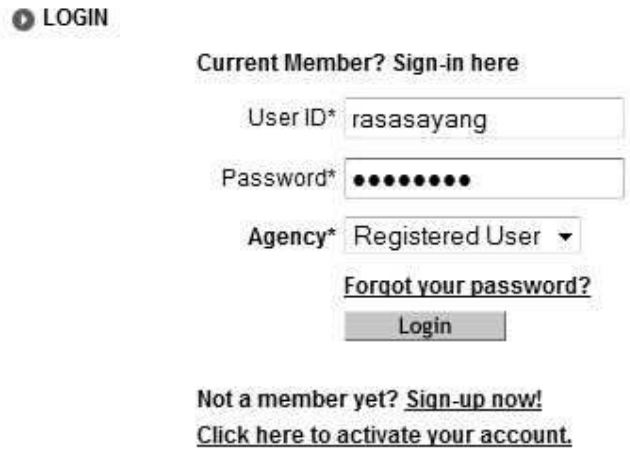


Accessing MITIIS Services

In order to access the MITIIS Services, you need to configure your browser to allow pop-up windows or remove any pop-up blocker installed.

1. **Go to http://www.miti.gov.my**
2. **Click on the login link to login to EKP.**

3. **Fill-in your User ID and Password and select Registered User as your Agency. Click Login.**

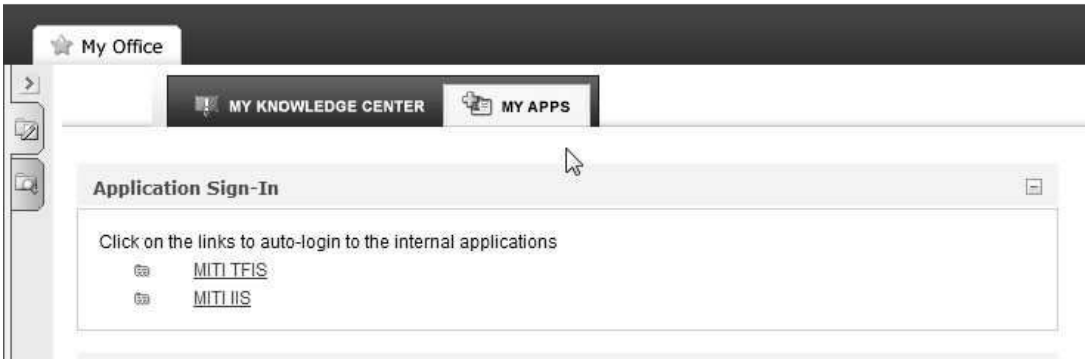


4. **Once logged in, you will be redirected to a dashboard called My Office.**
5. **You should change your password the first time you logged in. To change password, click on My Profile.**

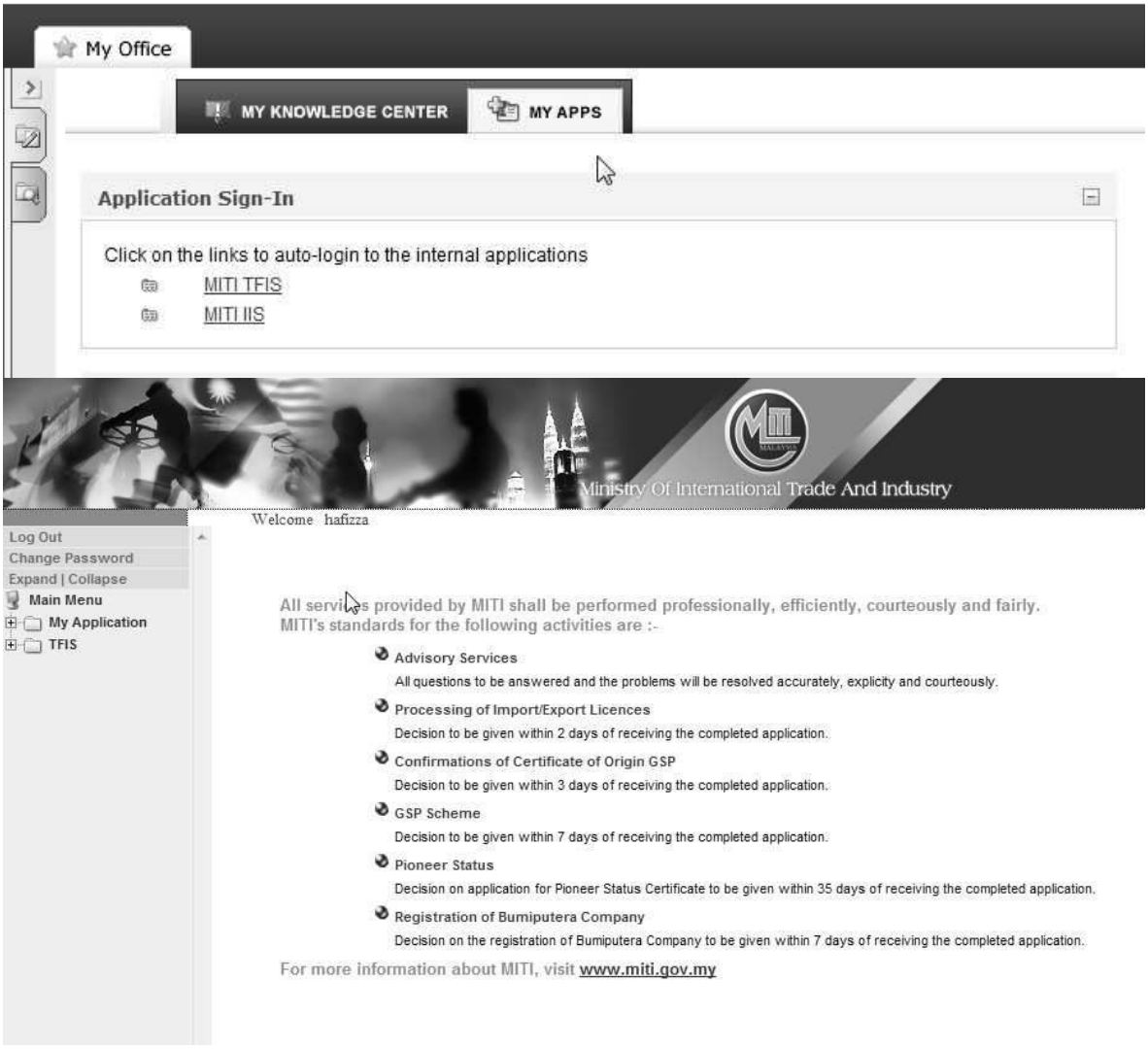
6. **Scroll down to the end of the My Profile page, and you will see the Change Password form. Enter the fields requested and click on the Update button.**

7. **In My Office dashboard, click on My Apps to access MITIIS.**

8. **In the Application Sign-In portlet, click on MITI IIS or MITI TFIS to access the respective application.**



9. **The process will be continued with a pop up window from MITI Internal Application.**


My Office
MY KNOWLEDGE CENTER
MY APPS
Application Sign-In
Click on the links to auto-login to the internal applications
MITI TFIS
MITI IIS
Ministry Of International Trade And Industry
Welcome hafizza
Log Out
Change Password
Expand | Collapse
Main Menu
My Application
TFIS
All services provided by MITI shall be performed professionally, efficiently, courteously and fairly.
MITI's standards for the following activities are :-
Advisory Services
All questions to be answered and the problems will be resolved accurately, explicity and courteously.
Processing of Import/Export Licences
Decision to be given within 2 days of receiving the completed application.
Confirmations of Certificate of Origin GSP
Decision to be given within 3 days of receiving the completed application.
GSP Scheme
Decision to be given within 7 days of receiving the completed application.
Pioneer Status
Decision on application for Pioneer Status Certificate to be given within 35 days of receiving the completed application.
Registration of Bumiputera Company
Decision on the registration of Bumiputera Company to be given within 7 days of receiving the completed application.
For more information about MITI, visit www.miti.gov.my

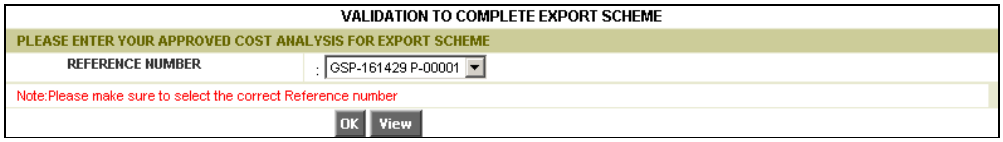
A.2 APPLY FORM A / FORM D

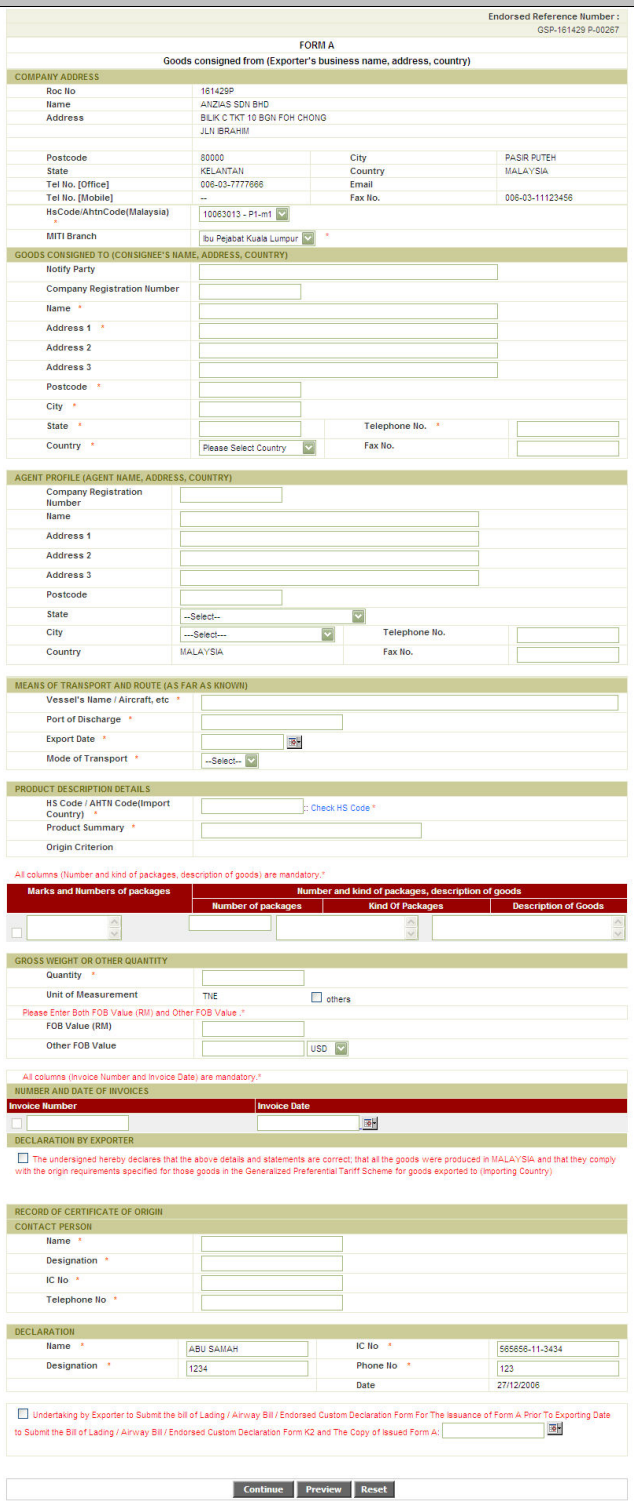
A.2.1 WEB APPLICATION

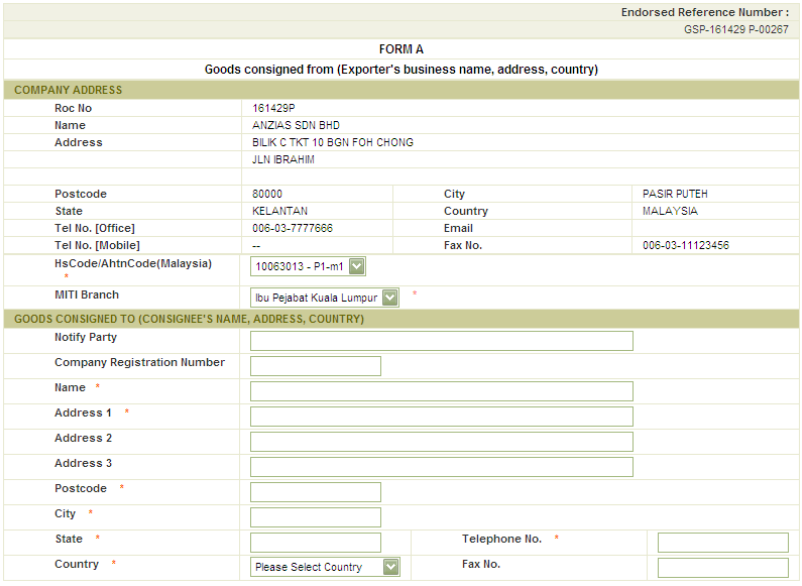
Below is the step-by-step instruction for user to follow in order to process **AP (Heavy Machinery)** on web application**.**

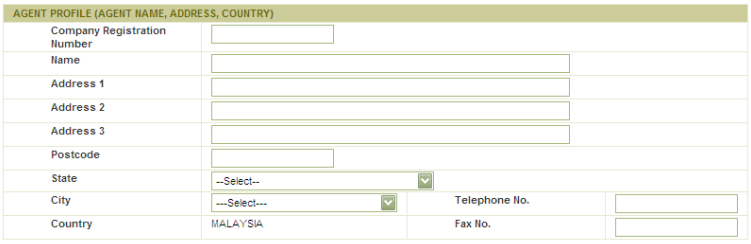
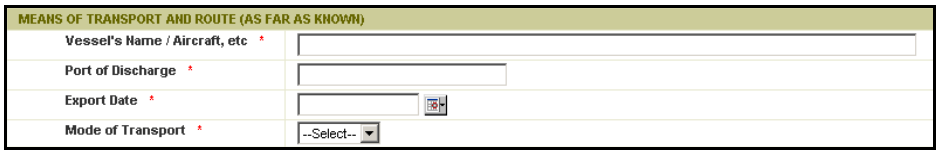
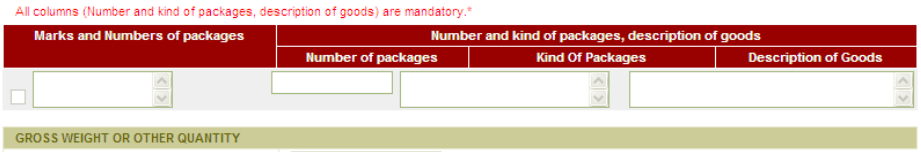
Steps

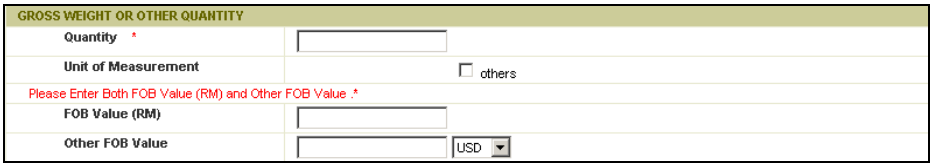
Step	Action
1.	From User's Main Page Click on **Expand** menu. **Result:** The folder tree will be expanded. **Figure A.2.1-1 : User's TFIS Menu Page**
2.	Click on the **Web Application** menu below **Form A** and **GSP** folder. **Result: Form A** entry page will be displayed. *For CEPT / AICO, select Application menu below Form D and CEPT / AICO entry page will be displayed.* (Please select the correct menu that refers to the transaction you are going to make. This manual will show the example for GSP transaction,

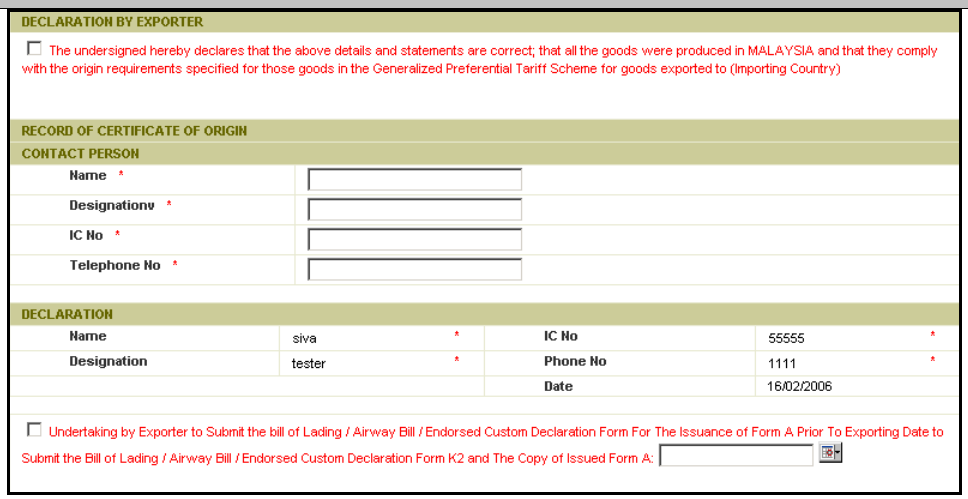
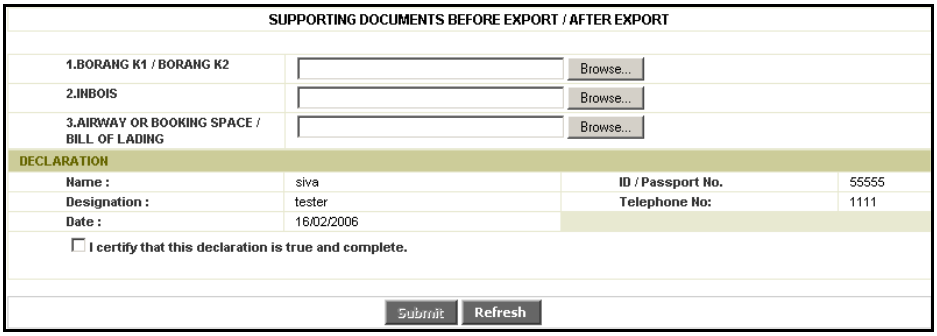
Step	Action
	Applying for Form A)  **Figure A.2.1-2 : Validation to Complete Export Scheme**
3.	Select previous related approved cost analysis application number and click on OK button to proceed. Click on View button to view the details. **Result:** Form A application form will be displayed.

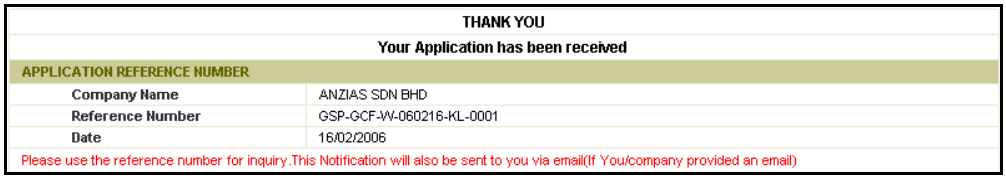
Step	Action
	 **Figure A.2.1-3 : Goods Consignee Form**
4	Select the related **HS Code / AHTN Code for Malaysia** and MITI Branch to process. Key in all required details in the **Goods Consigned To**

Step	Action
	column • Notify Party • Company registration number • Name • Address • Postcode • City • State • Country (select from drop down list) • Telephone No. • Fax No.  Endorsed Reference Number : GSP-161429 P-00267 FORM A Goods consigned from (Exporter's business name, address, country) COMPANY ADDRESS Roc No: 161429P Name: ANZIAS SDN BHD Address: BILIK C TKT 10 BGN FOH CHONG JLN IBRAHIM Postcode: 80000 City: PASIR PUTEH State: KELANTAN Country: MALAYSIA Tel No. [Office]: 006-03-7777666 Email: Tel No. [Mobile]: -- Fax No.: 006-03-11123456 HsCode/AhtnCode(Malaysia) *: 10063013 - P1-m1 MITI Branch: Ibu Pejabat Kuala Lumpur * GOODS CONSIGNED TO (CONSIGNEE'S NAME, ADDRESS, COUNTRY) Notify Party Company Registration Number Name * Address 1 * Address 2 Address 3 Postcode * City * State * Telephone No. * Country *: Please Select Country Fax No. **Figure A.2.1-4 : Goods Consignee Form** **Note:** All fields marked with (*) are mandatory (must be keyed in)
5	Key in the details in the **Agent Profile** (optional) • Code (Company registration number) • Name • Address • Postcode • City

Step	Action
	• Country (select from drop down list) • State (select from drop down list) • Telephone No. • Fax No.  **Figure A.2.1-5 : Agent Profile**
6.	Key in the details in the **Means of Transport and Route** column • Vessel's Name / Aircraft, etc • Port of Discharge • Export Date (click on button to select date) • Mode of Transport (select from drop down list)  **Figure A.2.1-6 : Tranport and route**
7.	Key in the details in the **Product Description Details** column • HS Code / AHTN Code(Import Country) • Product Summary • Marks and Numbers of Packages • Number of Packages • Kind of Packages • Description of Goods  **Figure A.2.1-7 : Mark and number of Packages**

Step	Action
	The Asterisk (*) represent for mandatory field to be filled up.
8.	Key in all the details in the **Gross Weight** column • Quantity • Unit of Measurement (if different with displayed UOM, click others) • FOB Value (RM) • Other FOB Value  **Figure A.2.1-8 : Gross Weight or Other Quantity** The Asterisk (*) represent for mandatory field to be filled up.
9.	Key in all the details in the **Number and Date** of Invoices column • Invoice Number • Invoice Date (click on button to select date) The Asterisk (*) represent for mandatory field to be filled up.
10.	Click at the check box for declaration where the wordings are highlighted with red text in the **Declaration By Exporter** column. Key in all the details of C**ontact Person in the Record of Certificate of Origin** column. • Name • Designation • IC No • Telephone No

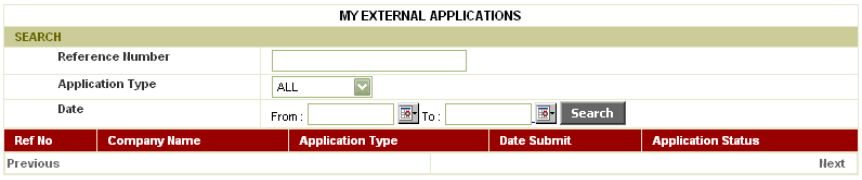
Step	Action
	 **Figure A.2.1-9 : Declaration by Exporter**
11.	In the declaration column, click at the check box for declaration where the wordings are highlighted with red text and click on button to select calendar. Click on Preview button to preview and check if all details entered are correct. Click on Submit button to submit application form if all details entered is correct. **Result: Supporting Documents** page will be displayed.  **Figure A.2.1-10 : Supporting Document**
12.	Click on Browse... button to browse file located in your PC Click on the declaration check box and click on Submit button to submit. **Result: Thank you** page with **Application Reference Number** will be displayed.

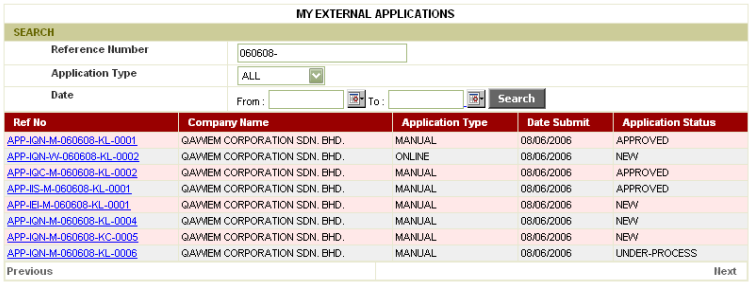
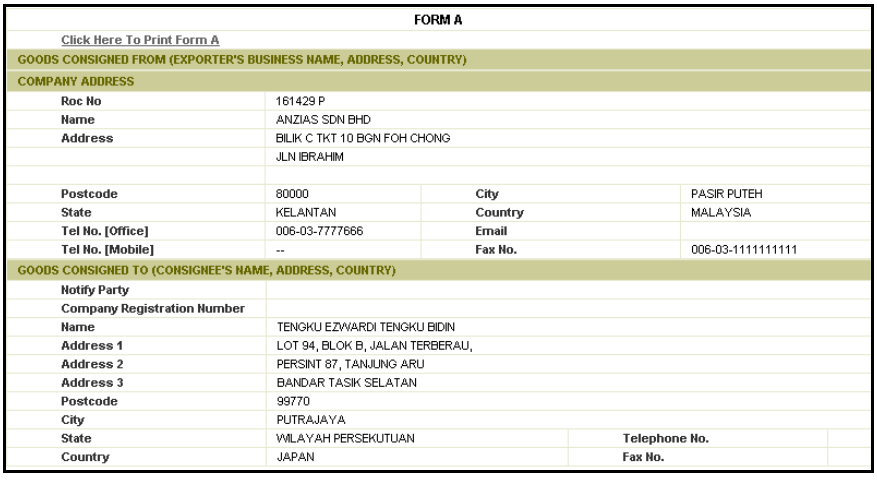
Step	Action
	 **Figure A.2.1-11 : Thank You Page** To print the reference number, click on Print the reference Number – ***Click here link.***

A.2.2 APPLICATION MYAPPS

Application **MyApps** provide facilities for applicant to allow them to monitor the status of their application submitted weather thru online or manual.

Steps

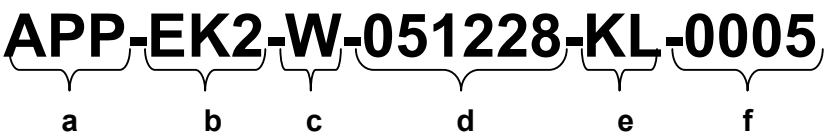
Step	Action
1.	From **User Main page** click on **Expand** menu. **Result:** The folder tree will be expanded. Figure A.2.2-1 :: **User's main page**
2.	Click on the **Applicant Myapps** menu under **User** folder. **Result: My External Applications** with **Application Applicant** previous successful transactions will be displayed.  **Figure A.2.2-2 : My Internal Applications page**
3.	To search for a specific transaction, select the type of searching in the **Search By** drop down list and key in the appropriate value which are: • **Reference Number** – Refer Appendix A • **Application Type**

Step	Action
	• **Date** – key in date of transaction (dd/mm/yyyy format) **Result:** The Application that user applies will be displayed.  **Figure A.2.2-3 : My External Application Result page**
4.	Check at **Application Status**, The status will be • New • Under Process • Query • Rejected
5.	Click on the **reference number** to view the application details. **Result:** Previous transaction details will be displayed.  **Figure A.2.2-4 Form A Page**
5.	If user wants to print the form, click on **"Click Here To Print Form A"** hyper link. **Result:** An Active-X window will be displayed and allow it to interact with

Step	Action
	your PC. Data will be sending to printer attached and form will be printed.

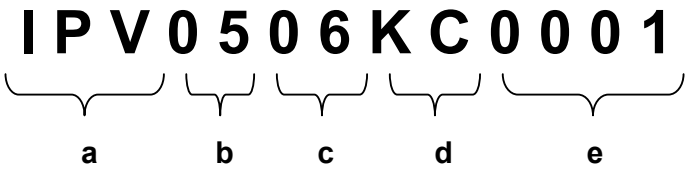
A.3 Appendix A

1. Reference for Transaction Number



SECTION	DESCRIPTION
a	Type of module
b	Type of transaction
c	Type of submission
d	Date of submission
e	Branch code
f	Transaction running number

2. Reference for Counter Slip Number

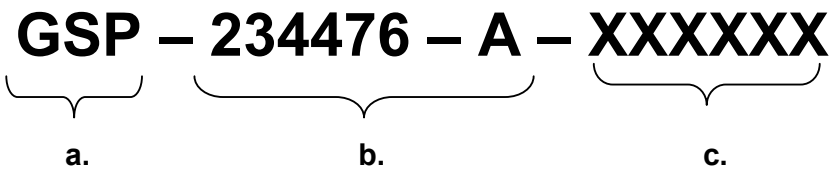


SECTION	DESCRIPTION
a	IPV – Code for AP
b	Year of submission
c	Month of submission
d	Branch code
e	Transaction running number

DESCRIPTION	APPLICATION	REFERENCE
Type of module (Section a)	Textile	TXT
	Generalize **S**ystem **P**reference	GSP
	Common **E**ffective **P**references **T**ariff	CPT
	AICO	AIC

	Approved **P**ermit	**AP**
Type of transaction (Section b)	**Textile**	**TCN –** Certificate of Origin New
		TCC – Certificate of Origin Cancellation
	Generalize **S**ystem **P**reference	**GCN –** Cost Analysis New
		GCA – Cost Analysis Additional
		GCF – Form A
	Common **E**ffective **P**references **T**ariff	**CCN –** Cost Analysis New
		CCA – Cost Analysis Additional
		CCF – Form D
	AICO	**ACN –** Cost Analysis New
		ACA – Cost Analysis Additional
		ACF – Form D
Type of Submission (Section c)	**ALL**	**M –** Manual Submission
		W – Online Submission
Date of Submission (Section d)	**ALL**	**Year / Month / Day (yy/mm/dd)**
Branch code (Section e)	**ALL**	**SW –** Sarawak **SB –** Sabah **KL –** Kuala Lumpur **PP –** Pulau Pinang **JB –** Johor Bharu **KB –** Kota Bharu **IP –** Ipoh **KN** - Kuantan
Transaction running number (Section f)	**ALL**	**Running from 0001 to 9999 daily**

Reference for GSP / CEPT / AICO Cost Analysis Endorsement Number



SECTION	DESCRIPTION
a	**Module – GSP / CEPT / AICO**
b	**Company Registration Number (ROC)**
c	**Transaction running number (6 digits)**

A.4 APPENDIX B

BASIC REQUIREMENTS TO PROCESS APPLICATION

NO	HARDWARE	SOFTWARE	DESCRIPTIONS	BRAND
1.	Scanner	Appropriate driver and software installed	To scan supporting documents and attach to the application according to the name of document in .jpg, .tif	Any.
2.	Dot matrix printer	Appropriate driver installed	Dot matrix printer is required to print gazette forms thru Myapps menu.	Any. By default, the setting will follow OKI Microline 390 FB brand.
3.	Network	Broadband	512 Kbps (recommended)	Any
4.	PC	Windows XP	Windows XP SP2	Microsoft
6.		Adobe Acrobat Reader V.6 (at least)	To view details that will display at forms and to print	

PRINTER SETTING:

1. Page scaling must be "Fit to printer margins"

2. Paper size must follow the exact size when printing. Go to Properties when window for printing appear , set paper size according to the color:

PRINTER SETTING FOR OKI MICROLINE 390 FB

TYPE	SUB TYPE	SETTING
Font	Print Mode	Courier
Font	Pitch	15 CPI
Font	Style	Normal
Font	Size	Single
General Control	Emulation Mode	EPSON LQ
General Control	Graphics	Uni-directional
General Control	Max Receive Buffer	8K
General Control	Paper Out Override	No
General Control	Print Registration	0
General Control	Operator Panel Functions	Full Operation
General Control	Reset Inhibit	No
General Control	Print Suppress Effective	Yes
General Control	Page Width	10.6"
General Control	Wait Time	1 sec
General Control	Eject Direction	Front
Vertical Control	Line Spacing	6 LPI
Vertical Control	Skip Over Perforation	No
Vertical Control	Auto LF	No
Vertical Control	Auto CR (IBM)	No
Vertical Control	Auto Feed XT (EPSON)	Invalid
Vertical Control	Page Length	12"
Vertical Control	Sheet Page Length	11 2/3"
Symbol Sets	Character Set	Set II
Symbol Sets	Code Page	USA
Symbol Sets	Language Set	ASCII
Symbol Sets	Zero Character	Unslashed
Symbol Sets	Slashed Letter 0	No

A.5 APPENDIX C

Basic PC Requirement

- Windows XP (recommended)
- Internet connection (Broadband 512Kbps)
- Internet browser (Internet Explorer V6)
- Printer
- Scanner (to scan supporting documents).
- Adobe Reader V6 or higher.

Prerequisite to Begin Transaction

- Companies have to register with MITI to get ID number.
- Supporting documents are compulsory to attach for each applicants. transaction type

Feedback and Contact Information

Helpdesk

- 03-62000409
- 03-62000430
- 03-62000432

Email

- apbpm@miti.gov.my

For more information, visit

http://www.miti.gov.my

A.6 APPENDIX D

Definitions, Acronyms, and Abbreviations

This subsection provides the definitions of all terms, acronyms, and abbreviations required to properly interpret the user manual. This information may be provided by reference to the project's Glossary.

MITI	**M**inistry Of **I**nternational **T**rade And **I**ndustry
MITIIS	**M**ITI **I**ntegrated **T**rade and **I**ndustry **I**nformation **S**ystem
TFIS	**T**rade **F**acilitation **I**nformation **S**ystem
IIS	**I**ndustry **I**nformation **S**ystem
CO	**C**ertificate Of **O**rigin
AP	**A**pproved **P**ermit
CA	**C**ost **A**nalysis
GSP	**G**eneralised **S**ystem of **P**references
CEPT	**C**ommon **E**ffective **P**referential **T**ariff

NUMBER TO BE CONTACT (IT)

NAME : ZAIMAH NOH
PHONE NO. : 62000409
EMAIL : zaimah.noh@miti.gov.my

NAME : NANI KHAIZURA AB RAHMAN
PHONE NO. : 62000430
EMAIL : nanikhaizura.rahman@miti.gov.my

NAME : KAVITA SEKARAN
PHONE NO. : 62000432
EMAIL : kavita@miti.gov.my